



5. A document information management method according to claim 1, wherein, when said document information is updated and a subsequent utilization state of said document information is traced and managed, utilization of said document information is limited unless said document information is updated within a predetermined period of time.

6. A document information management apparatus for opening document information to a plurality of users, comprising:

means for managing an editable form and a reference-only form of document for each of said document information;

means for offering said document information in the reference-only form to users desiring to look up said document information;

means for offering said document information in the editable form to users desiring updating of said document information; and

means for tracing and managing the utilization state of said document information when said document information is updated.

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